

Production Records

Production Record “Must Haves” for Lunch and Breakfast

1. Serving site
2. Menu type (lunch, breakfast, after school snack)
3. Grade grouping(s)
4. Meal service date
5. Menu item with Recipe Name/Reference Number or Product Name/Description
6. Planned portion sizes for each grade group and adults
7. Planned number of portions
8. Total number of purchase units (2-No 10 cans, 10 lb case, 2-96 count case) Prepared
9. Total number of portions prepared and number of portions left over (see codes on bottom of production records for leftovers)
10. Milk choices estimated or actual usage by type
11. Planned portion size for condiment/any extra menu items & actual usage
12. Actual number of reimbursable and non-reimbursable meals served (adults, seconds, a la carte)
13. Substitutions made to original plans

Production Records “Nice to Haves” for Lunch and Breakfast

1. Factors affecting meal counts such as class trips, weather, student out sick
2. Contribution to meal pattern for specified grade group(s) and adults (If contribution to meal pattern is not included on the production record it must be documented and available for staff using some other system.)
 - a. oz eq for meat/meat alternate & grains
 - b. cup equivalents (example: $\frac{1}{8}$, $\frac{3}{8}$, $\frac{1}{2}$) for vegetables and by sub group for lunch only
 - c. cup equivalents for fruit component (example: $\frac{1}{2}$, 1)
3. Offer versus serve policy
4. Process 1,2,3 (per food safety plan chart) as job aid for staff
5. Heat temperatures and holding temperatures (if applicable)
6. Serving utensil & portion control instructions
7. Details about new menu items
8. Comments about menu/menu item acceptability
9. Changes to consider when/if repeated

Production Record for After School Snack Program “Must Haves”

1. Menu items
2. Food used
3. Serving size
4. Amounts used
5. Number of children served
6. Number of adults served